



JOB OPPORTUNITY



DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

RPA #10-02

CLASSIFICATION: SENIOR ACCOUNTING OFFICER (SPECIALIST)

TENURE/TIME BASE: Permanent/Full Time

FINAL FILING DATE: July 23, 2010 or Until Filled

SEND APPLICATION TO: Department of Community Services and Development
Attn: Human Resources
P. O. Box 1947
Sacramento, CA 95812-1947

CONTACT PERSON: Felicia Young
Human Resources Office
(916) 576-5296
CA Relay Svs Voice: 1-800-735-2922
TTY: 1-800-735-2929

LOCATION: 2389 Gateway Oaks, Suite 100
Sacramento, CA 95833 with FREE PARKING

Please indicate RPA #10-02 on your application.

The Department of Community Services and Development (CSD) is the State's leading anti-poverty agency, and administers local community service and energy programs to help low-income Californians achieve self-sufficiency and attain a higher quality of life. CSD is a small department seeking highly-skilled professionals who are committed to the mission, to join the team and partner with our local service providers in an effort to reduce and eliminate poverty.

What Does Working at CSD Offer? Please apply if you appreciate:

- Meaningful work.
- Highly interactive teamwork.
- Work environment that emphasizes customer service and accountability to local community based organizations, funding sources and the public.
- Small, friendly headquarters where everyone matters.
- *Free parking.*

What Is this Job? At CSD, the Senior Accounting Officer (Specialist) is responsible for the following duties:

- Control the local assistance payment process. Oversee and reconcile all CSD grant balances with electronic fund transfers (draw downs) from Federal Payment Management System, Smartlink, and HUD's LOCCS on quarterly basis.
- Post Journal Entries from SCO Calstars pertaining to Cash Receipts and Disbursements. Prepare Financial Status Reports (Form 269) for all federal grants per the individual requirements for each grant. Reconcile Calstars accounts with the SCO Agency Reconciliation Report on a monthly basis for all appropriations. Record reconciling items.
- Analyze all encumbrances for completeness and accuracy, resolve problems, and post documents into CalStars. Maintain and reconcile encumbrance files between source documents and CalStars.

- Backup for the other Senior Accounting Officer (Specialist) position which include PFA's, Federal Fund and General Ledger reconciliations, and management reporting requirements as needed.
- Work in conjunction with various CSD units to improve and document the Heap Non-consideration financial tracking process and to reconcile the allocations and expenditures.

Who is CSD Looking For? The ideal candidate will be a self-starter who has the following desired qualifications, first-hand experience and characteristics:

Experience, Knowledge and Skills:

- Current knowledge of generally accepted accounting principles, civil service laws, rules, policies and procedures governing accounting
- Maintain broad knowledge of the State's accounting system, with specific attention to the methods used by CSD.
- Communicate effectively, comprehend and evaluate.
- Follow written and verbal instructions
- Maintain at least intermediate to advance skill level on PC software that directly impact assignments, and be willing to learn new programs as they are incorporated into office operations.

Characteristics:

- Customer Service – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department both internal and external. Awareness of the Department's critical issues, and anticipates and influences the future. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Staff Development – To best serve both our internal and external customers.

Please see the Duty Statement at <http://www.csd.ca.gov> for a detailed list of the essential and related functions of this position.

Selection Criteria:

Persons currently appointed to a permanent, full-time Senior Accounting Officer (Specialist) classification or persons with list eligibility, reinstatement or lateral transfer eligibility may apply.

All appointments will be made in accordance the State Personnel Board/Department of Personnel Administration's laws, rules, regulations, and policies. WHO SHOULD APPLY: Persons currently at the Accounting Technician/ Accountant I (Specialist) level or above or persons with list eligibility or lateral transfer eligibility may apply. All appointments will be made in accordance with the State Personnel Board and the Department of Personnel Administration's laws, rules, regulations and policies. Only the best qualified applicants will be contacted for an interview.

The Department of Community Services and Development is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants